APPLICATION FOR RECORDS RETENTION SCHEDULE

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia Department of Public Safety	Application Number **20—A**
Application Number	Commanding Officer 959 E. Confederate Ave. S. E. Atlanta, Georgia 30316	Date Received **FEB 7 1977** Date Completed **FEB 16 1977**

2. Person to Contact	Working Title	Telephone Number
Lee Wilson	Records Management Officer	656-6059

3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. ___20___ Check One: ☒ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest	Latest	**5. Records Series Title** (followed by title used in office; if different)
1937	Present	Station Log Book Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The forty-five Georgia State Patrol Posts located over the State act as local headquarters for troopers. The troopers patrol the roads and highways in the Post assigned district; arrest traffic violators; investigate accidents; direct traffic; conduct examinations for issuance of drivers' licenses and perform other law enforcement duties.

7. Record Series Description   This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.

Documents relating to: Recording the daily activities of Patrol Posts.

Included are: Station Log Books containing narrative descriptions of Patrol Posts' daily activities and including date, names of officers on duty, names of officers on leave and reason for absence, weather conditions, log of official activities of officers, and other related information.

File is arranged: Chronologically by date.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____ Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____ ?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

1/8 cubic feet.

Approx. 2 books per year.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? *To Patrol Post*
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	i. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	0 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ___2___ year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

Retire to Patrol Post Archives for permanent retention.

(✓) Concur
( ) Nonconcur
_____ ~~Hugh Hardison~~
Commanding Officer, Ga. Dept. of Public Safety

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
✓	2·2·77	Omia Lee Wilson	2·-4-77

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		2-15-77
	Secretary of State/Designee	Carrell Hart	2-14-77
	Attorney General/Designee		2-15-77

STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date

AUGUST 23, 1971

2. Agency Application No.

DPS-01-71

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
SEP 23 1971	20	OCT 1 1971

3. AGENCY, Division, Subdivision & Administering Office Address

DEPARTMENT OF PUBLIC SAFETY
GEORGIA STATE PATROL
P.O. BOX 1456
ATLANTA, GEORGIA 30301

4. Person to Contact

LT. COL. L.G. BELL

5. Working Title

REC. MGMT. OFFICER

6. Tel. No.

627-3531

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates

1937 - PRESENT

9. EXACT SERIES TITLE

STATION LOG BOOK Files

10. What function performed resulted in creation of this series

FORTY-FIVE GEORGIA STATE PATROL STATIONS ARE ESTABLISHED THROUGHOUT THE STATE TO ACT AS LOCAL HEADQUARTERS FOR THE TROOPERS ASSIGNED TO WORK IN THAT SPECIFIC AREA. THE TROOPERS PATROL THE ROADS AND HIGHWAYS IN THE STATION'S ASSIGNED DISTRICT, ARREST TRAFFIC VIOLATORS, INVESTIGATE ACCIDENTS, DIRECT TRAFFIC AND PERFORM VARIOUS OTHER GENERAL LAW ENFORCEMENT DUTIES.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

THE STATION LOG BOOK IS A RECORD OF THE STATION'S ACTIVITIES. EACH TROOPER SIGNS IN AND OUT OF THE STATION LOG EACH DAY, ENTERING HIS ACTIVITY FOR THE DAY. WHEN THE ENTRIES FOR THE DAY ARE STARTED, THE NAMES OF ALL PERSONNEL ON PASS, LEAVE OR DETACHED DUTY ARE ENTERED.

12.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Books	Cu. Ft. of Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION	45	5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 0	In Storage Area(s) 7
500 PAGE #67 1/8 RECORD BK	450*	55*	By Annual Accumulation	This Year's / Last Year's	Preceding Year's / All Prior Years
			AVERAGE DAILY REFERENCES		

Form: AR-50-71

*ESTIMATED

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

		YES	NO
13.	Is this the Record Copy of the series?	[x]	[]
14.	Is there a duplication of this series in another office or agency?	[]	[x]
15.	Is the information contained in this series ever summarized or published?	[]	[x]
16.	Does the series contain classified information requiring security handling?	[]	[x]
17.	Does the series document policies and procedures of agency's operation or function?	[]	[x]
18.	Could the function be performed if the files were lost or destroyed?	[x]	[]
19.	Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[x]
20.	Does the record series provide data as input to an EDP file?	[]	[x]
21.	Does the record series contain documentation produced as EDP printout?	[]	[x]
22.	Is the series affected by Federal or grant funds?	[]	[x]
23.	Will there be a need for these records 10, 15 years from now? If yes, what?	[x]	[]

THE NEED MAY EXIST TO REFER TO THESE RECORDS IN A WORKMAN'S COMPENSATION CLAIM AS THEY SHOW AN INDIVIDUAL'S WORKING STATUS

24. REQUIREMENTS. The following requires the files to be kept INDEFINITELY years:

a.[ ]STATE   b.[x]STATUTE OF   c.[ ]AUDIT   d.[ ]FEDERAL   e.[x]ADMINISTRATIVE   f.[x]HISTORICAL
     LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
                    (Cite Law, Statute, or other reason for the retention requirement)
THESE BOOKS SHOW DUTY STATUS AND ACTIVITIES OF EACH TROOPER ASSIGNED TO THE STATION.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end
    of each   -[x]CALENDAR YEAR   -[ ]FISCAL YEAR   -[ ]OTHER   ,then:

    A.[ ]Destroy immediately after cut off.
      B.[ ]Hold in current files area_____month(s)/_____year(s), then:
              1 [ ]Destroy.
                   2 []Transfer to records center; hold_____year(s), then:
                           a []Destroy.
                               b []Transfer historical material to Archives;
                                       destroy remainder.
              3 []Destroy after audit (or_____year(s) after audit).
    C.[ ]Hold in current files area indefinitely.
        D.[x]Hold in current files area__2____year(s), then transfer to Archives permanently.
          E.[ ]Other

        (Indicate briefly rationale for recommendations above/or write additional remarks):
    THIS DECISION IS TO BE RE-EVALUATED PRIOR TO JANUARY 1, 1976.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division Date	Records Management Officer Date
Sgt H W Murray	Sgt H W Murray	Lewis G Bell	Lewis G Bell

			Head of Agency	Date
Recommendations	[]Approved []Disapproved	Lewis G Bell		
		Director, Archives & History	Date	
in Paragraph 25	[x]Approved []Disapproved	Marrell Hart	9-30-71	
		Secretary of State	Date	
are:	[x]Approved []Disapproved	Ben W Fortson Jr	10-1-71	
		Governor of Georgia	Date	
	[x]Approved []Disapproved	Jimmy Carter	10-1-71	